



CITY OF PLEASANT HILL

RESIDENTIAL RENTAL BUSINESS LICENSE APPLICATION

Please type or print

Make changes in printed information where necessary

TO CALCULATE TAX, SEE
SEPARATE RATE SCHEDULE

Return this form with Tax to:
City of Pleasant Hill
Business License Dept.
100 Gregory Lane
Pleasant Hill, CA 94523-3323
(925) 671-5234

- ☐ RENEWAL
☐ NEW APPLICATION

OWNER'S NAME

OWNER'S ADDRESS (City, State, ZIP)

OWNER'S TELEPHONE

SOCIAL SECURITY NUMBER

WORK TELEPHONE

LOCATION OF ALL RESIDENTIAL RENTAL UNITS WITHIN THE CITY OF PLEASANT HILL:

Please list additional parcels on reverse side.

ADDRESS	PARCEL NO.	PURCHASE DATE or date converted to rental	ADDRESS	PARCEL NO.	PURCHASE DATE or date converted to rental
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

Property owned by:

- ☐ One person or married couple
☐ Partnership of individuals and/or couples
☐ Corporation
☐ Trust

OWNER'S MAILING ADDRESS FOR LICENSES, RENEWALS, CORRESPONDENCE, ETC.

ATTENTION
NAME
ADDRESS
CITY, ZIP

IF PROPERTY IS IN JOINT OWNERSHIP, LIST NAMES AND ADDRESSES OF ALL JOINT OWNERS
BELOW AND REFERENCE TO ABOVE PROPERTIES BY LINE NUMBER:

CALCULATE YOUR TAX HERE OR SEE PRORATIONING INSTRUCTIONS ON REVERSE SIDE:

Refer to separate rate schedule for Category 04 for current tax rate.

Total no. of units _____ x Tax Rate \$ _____ = Total Tax Due \$ _____

PLEASE SEND PAYMENT WITH COMPLETED APPLICATION TO ADDRESS ABOVE

SEE INFORMATION ABOUT DUE DATE AND PENALTIES ON THE REVERSE SIDE

AFFIDAVIT: I hereby declare, under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

SIGNATURE _____ DATED _____

RECEIVED BY _____ DATE _____ AMOUNT _____ RECEIPT NO. _____ CASH ☐
CHECK ☐

SIC CODE _____ FOR OFFICE USE ONLY LICENSE # _____

CONTINUE LISTING HERE THE LOCATIONS OF ALL RESIDENTIAL RENTAL UNITS OWNED AND RENTED OUT WITHIN THE CITY OF PLEASANT HILL:

ADDRESS

PARCEL NO.

PURCHASE DATE
or date converted to rental

17.
18.
19.
20.
21.
22.
23.
24.

Continue, if necessary, on a separate sheet.

DUE DATE: January 1 each year, or date property was purchased or converted to rental. Renewal payment may be postmarked on or before January 31 to avoid delinquent penalty.

DELINQUENT: February 1 each year, or 30 days after due date.

PENALTIES: 20% per month or portion of a month delinquent, up to 100%.

EXEMPTION: Rental of secondary dwelling units (i.e. "mother-in-law" units) having a land use permit issued by the provisions of the planning and land use ordinance shall be exempt from this business license tax. Proof of the land use permit must be provided to the Business License clerk. Questions about the land use permit should be directed to the Community Development Dept. at (925) 671-5209.

PRORATIONING: (for help, call (925) 671-5234) Prorating of the annual tax is allowed if the property was rented less than a full year. **Any part of a month is considered a full month for the purpose of prorating.** Please use this space for prorating calculation or enclose a separate sheet:

<u>Identify Unit</u>	<u>No. of Months Rented in Prior Yr.</u>	x	<u>MONTHLY Tax Rate Per Unit</u>	=	<u>Tax Due on This Unit (See rate card for minimum tax per unit)</u>
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Total Tax Due for All Units: \$

ADJUSTMENT: PHMC 6-5.3 provides for an annual adjustment in the business license tax based on the change in the Consumer Price Index.